



**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR
LETTERS OF INTEREST (Construction Division)
I-24 over Germantown Road, Hamilton County
August 31, 2017**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms for services as described below:

Firms may request consideration by submitting a letter of interest to **Ms. Lia Obaid, P.E., Assistant Director of construction, Construction Division, Suite 700, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402**. All letters of interest must be received by the Construction Division on or before **4:00 p.m. (Central Time) Friday, October 13, 2017**. The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultant. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

- a) **Purpose & Need:** The work includes but is not limited to construction of the bridge replacement for the existing bridge on I-24 over Germantown Road. The bridge will have three twelve foot lanes in each direction and 10 foot outside shoulders and 7 foot inside shoulders with a concrete median barrier and single slope bridge rails. Accelerated Bridge Construction (ABC) techniques will be used to minimize impacts on vehicular traffic. Earthwork, pavement, erosion control, water quality, signing, striping, seeding, and coordination with private utilities relocations may also be required. In addition, the Contractor will be involved in the design development by providing input to TDOT and the Design Consultant concerning various design elements and constructability throughout the CM/GC process.

Additional items within this purpose & need are:

- Improved vertical and horizontal clearance along I-24 at the bridge crossings to meet current standards
- Minimize the construction time and impacts to the motoring public, area businesses and residents while replacing the bridge using Accelerated Bridge Construction (ABC) techniques
- Meet the project schedule and budget to have construction plans and specifications ready for construction by September 1, 2018 without sacrificing quality.
- shall perform a hydraulic analysis to determine the need for deck drains and/or end of bridge drains to handle the surface water on the bridge deck.

Scope of Work: The scope of work may include some or all of the following:

- The performance of field surveys, design, geotechnical, utility coordination, and other engineering services for roadway design projects. The project under this contract shall be completed and submitted to the Department in accordance with the TDOT Survey Manual, TDOT Roadway Design Guidelines, and the Roadway Design Division's computer aided drafting standards.
- The performance of special drainage studies as necessary to address various drainage/hydraulic issues. Short-listed firms will be expected to demonstrate a proficiency in hydraulic and drainage regulations and experience.

- Detail structural services will include, but not limited to, structural analysis and design, site investigations, surveying, bridge, tunnel and ancillary structures inspection, automated systems, technical services, and preparing detailed contract plans for replacement projects.

For additional details regarding the scope of work, please contact Ms. Lia Obaid at (615) 532-7522 or by e-mail at Lia.obaid@tn.gov.

Prequalification forms and procedures, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/business-consultants>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or by email at Christine.Smotherman@tn.gov.

Firms interested in prequalifying with the Department of Transportation shall submit appropriate prequalification forms to Mr. Freddy Miller, Assistant Civil Engineering Director, Design Division, suite1300 James K. Polk Building, 505 Deaderick Street, Nashville, TN 37243-1402. They must be listed as prequalified by 4:00 PM, Central Time on the due date for the letter of interest package.

The Department will evaluate the current Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations.

Revised Letter Of Interest and Proposal Package Schedule

Schedule Activities	of	Date	Time
<i>Request for Letter of interest Posted</i>		<i>August 31, 2017</i>	<i>4:00 PM</i>
<i>Final Addendum to letter of interest</i>		<i>October 6, 2017</i>	<i>4:00 PM</i>
Letter of interest Submission		October 13, 2017	4:00 PM
Notify short listed Consultant Firms		October 27, 2017	4:00 PM
Proposal & Interview Phase II		November 15, 2017	9:00 AM- 4:00 PM
Post Final Selections		November 17, 2017	4:00 PM

Phase I - Letter of Interest

The letter of interest must include:

- (a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to one (1) page. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
 - (1) An expression of the Firm's interest in being selected for the project.
 - (2) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.

- (b) Provide a general description of the experience on projects of similar scope and complexity that the Consultant and each Major Participant has managed, designed, and/or constructed. Up to four (4) projects shall be submitted. The firm may provide a single project description. Highlight experience relevant to the Project that the Consultant/ Major Participants have gained in the last five (5) years. Cite projects of similar size and scope to that anticipated for the Project.
- (c) A copy of the prequalification listing showing all the firms. In Appendix A.
- (d) TDOT will send all Project-related communications to the contact person during the procurement process.

Evaluation Criteria Phase I

The Consultant's services shall be provided in conjunction with the services of the Construction Manager/General Contractor, hereinafter referred to as Contractor, as set forth in the contract between the State and Contractor.

The factors that will be considered in the evaluation of proposals are:

- a. Ability and relevant expertise of the firm's personnel to be used in performing the service.
- b. Past experience in the required disciplines with TDOT and/or other clients.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practices.
- e. Evaluations on prior TDOT projects, if available.
- f. Size of project and limited or unlimited prequalification status. (**NOTE**: Prime consultant must have "unlimited" prequalification status for these services.)
- g. Amount of work under contract with TDOT, if applicable.
- h. Whether the firm can perform the work efficiently without compromising sound professional practices.

The letter of interest must not exceed 6 single-sided pages but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 11" by 17" paper but must be folded to 8.5" by 11". All printing, except for the front cover of the letter of interest and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

Each Consultant Firm must provide TDOT with **one original** bound copy (signed in blue ink) and **five (5)** bound copies of the Proposal package and one (1) electronic copy (in Adobe .pdf format) on flash drive. Due to the ease of disassembly, binder clips, other forms of paper clips or three-ring binders are not acceptable. Each copy must be identified on its front cover, in the upper right-hand corner, as "Copy ____ of 5 Copies."

I-24 CM/GC Project schedule

I-24 Project Timeline	
Anticipated Release RFP For the CM	<i>January 15, 2018</i>
Anticipated final Design	<i>October 1,2018</i>
Anticipated Issuance of Initial Notice to Proceed for Construction	<i>November1, 2018</i>
Anticipated Project completion	<i>August 31, 2019</i>

Phase II – Proposal and Interview

The Proposal must include a “Title Page” and “Table of Contents”. The following sections describe specific information that must be included in the Proposal package:

Section 1: Introduction

- a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to two (2) pages. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
 - (1) An expression of the Firm’s interest in being selected for the project.
 - (2) Identification of all the Sub-Consultant firms the Consultant will utilize.
 - (3) A confirmation statement of the commitment for Key Personnel, Major Participants, and Organization identified in the submittal to the extent necessary to meet TDOT’s quality and schedule expectations.
 - (4) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.

Section II: Consultant Experience

- b) Provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated consultant. Provide your understanding of and approach to budget, schedule, design, construction, and quality management approach.

Section III: Key Personnel and Organization

- c) The business name, address, business type (e.g., corporation or partnership), business information, and roles of the Consultant and each Major Participant.

Section IV: Project Understanding and Approach

- d) Provide, at a conceptual level, your understanding of CM/GC process and your approach to successfully delivering the project by meeting or exceeding the established project goals.

Section V: Project Management and Approach

- e) The objective is to identify an understanding of the management, technical innovation, environmental compliance, maintenance of traffic, scheduling, issues, and risks, as well as the understanding of how the CM/GC process will contribute to the success of the Project, meeting TDOT's goals, and relationships of the team.

TDOT will send all Project related communications to the contact person during the procurement process.

The Proposal package shall be organized into the following five (5) separate sections and appendix properly identified and referenced with bottom center page numbers:

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| (a) | Section 1 | – | Introduction (10 pts) |
| (b) | Section 2 | – | Consultant Experience (20 pts) |
| (c) | Section 3 | – | Key Personnel and Organization (20 pts) |
| (d) | Section 4 | – | Project Understanding and Approach (25 pts) |
| (e) | Section 5 | – | Project Management and Approach (25 pts) |
| (f) | Appendix A | – | Company Brochures, Evaluations, Resumes, and other Information |

The Proposal package must not exceed 20 single-sided pages (including the "Title Page" and "Table of Contents" but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 11" by 17" paper but must be folded to 8.5" by 11", which will be counted as one (1) sheet and must be limited to five (5) sheets. If a Proposal package contains more than 20 pages, only material on the first pages allowed under the limit will be considered. All printing, except for the front cover of the Proposal package and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

Each Consultant Firm must provide TDOT with one original bound copy (signed in blue ink) and five (5) bound copies of the Proposal package and one (1) electronic copy (in Adobe .pdf format) on flash drive. Due to the ease of disassembly, binder clips, other forms of paper clips or three-ring binders are not acceptable. Each copy must be identified on its front cover, in the upper right-hand corner, as "Copy ____ of 5 Copies."

Evaluation Criteria Phase II (100 pts)

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin.

An oral interview will be a mandatory part of the selection process. The structure of the oral interview will be as follows:

- A. **Presentation (35 Points) (20 minutes):** Summarize the Proposal and describe the Consultant

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innovation ideas and unique resources. This is the part of the interview where the Proposer needs to communicate to the Selection Panel why it should be chosen. What strategies and abilities does the Proposer bring to this CM/GC project that makes it the best candidate? Limit the presentation to the most critical points of the Proposal and focus on what your team can bring to the table and why.

B. Question and Answer Session with the Selection Panel (35 Points): The questions asked in this session will include both standard questions for all Proposers and specific questions relative to the Proposer's proposal and presentation. The interview presentation and question/answer scoring will be based on the following criteria:

- i. Project Understanding.
- ii. Project Approach.
- iii. Project Innovation.
- iv. Communication Skills.
- v. Understanding of CM/GC Delivery Method

C. Proposal package (30 Points)

Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Department of Transportation. For information on DBE certification, please contact the Civil Rights Office Small Business Development Program at (615)741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.

John C. Schroer

Commissioner

JCS/LMO/